

COMOMAGINST 4850.1B  
N33  
28 JAN 1997

COMOMAG INSTRUCTION 4850.1B

Subj: STANDARD PROCEDURES FOR INITIATING AND PROCESSING WORK  
ORDERS

Ref: (a) COMOMAGINST 8550.4E

Encl: (1) General Guidelines for Work Orders  
(2) Quarterly Workload Summary Document Preparation  
(3) Work Order Form Preparation  
(4) Work Order File Checklist  
(5) Man-hour Work Log

1. Purpose. To institute a standard work management system utilizing work orders. Enclosure (1) provides guidance concerning the use of the work orders system.

2. Cancellation. COMOMAGINST 4850.1A.

3. Discussion. The establishment of uniform procedures for assigning and monitoring scheduled and unscheduled workload requirements are essential to the successful coordination and management of all MOMAG activities. Utilization of the work order system described herein will facilitate a coordinated production effort, based on workload scheduling, that complies with reference (a). Strict compliance to procedures are both necessary and mandatory in implementing this system. Recommend forms contained in enclosures (2) and (3) be converted to a computer database for ease of storage, retrieval and processing. Ensure all data fields are included.

4. Action. MOMAG sites will establish a quarterly work order system for use with the quarterly workload schedules utilizing the guidelines in enclosures (1) through (4). Work orders shall be retained for three years. Information derived from the work order process can be analyzed from year to year for the purposes of continued process improvement utilizing enclosure (5).

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Distribution: (COMOMAGINST 5216.1R)  
List I

Enclosure

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General Guidelines for Work Orders

1. Work order numbers will be assigned to all tasks. These tasks include both perpetual workload requirements and unscheduled additions to the normal workload.
2. The following function codes will be utilized to identify general categories of tasks:
  - a. A - Long cycle maintenance.
  - b. B - Short cycle maintenance.
  - c. C - Receipt inspections.
  - d. D - ET related tasking.
  - e. E - Upgrade training.
  - f. F - Mine Engineering Field Changes.
  - g. G - Test Equipment Maintenance and Calibration.
  - h. H - Weapon reconfiguration.
  - i. I - Other.
3. Work order numbers will be structured as follows:
  - a. The first digit indicates the calendar year quarter.
  - b. The second and third digits indicate the calendar year in which the work order number was assigned.
  - c. The fourth digit (A through I) indicates the task function code.
  - d. The fifth and sixth digits (01-99) indicate the task number.
  - e. Example: Work Order 197A01.

Enclosure (1)

Enclosure

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Quarterly Workload Summary Document Preparation

1. A command workload conference will be held prior to the commencement of the next quarter's workload to identify tasking requirements. The tasks identified will be listed on the Quarterly Workload Summary Document provided in this enclosure.
2. For ease of reference, recurring tasks common to all quarters, (e.g., test set maintenance), will be consistently assigned the same function and task numbers from quarter to quarter.
3. The workload conference should be chaired by the AOIC/XO/Mine Production Officer (MPO) and should include supervisory personnel in the command as appropriate. The Command Perpetual Workload Schedule, Type Commander tasking and other known requirements will be utilized prior to dissemination into the individual work order format. The resulting Quarterly Workload Summary Document will be approved by the CO/OIC.
4. The Operation Department Head or MPO should be assigned responsibility for maintaining all work order system related documents, files and initiating additional work orders.
5. The Quarterly Workload Summary Document will be prepared as follows:
  - a. Work Order Number: Utilize enclosure (1), paragraph 3.
  - b. Nomenclature: Identify item to be worked, exercise to be conducted, etc.
  - c. Lot: Self-explanatory.
  - d. Quantity: Self-explanatory.
  - e. Scheduled Start Date: Estimated task start date. This must be coordinated with all departments to ensure level workloads throughout the quarter.
  - f. Scheduled Completion Date: Estimated date for task to be completed. Include time for paperwork, shop clean-up, material restow, etc.
  - g. Primary Work Center: Work Center with primary responsibility for accomplishment of the task.

Enclosure (2)

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h. Actual Completion Date: Annotated and initialed by either the Operations Department Head or MPO.

i. Remarks: Information of interest, i.e., results of ECI screening, random sampling results, etc.

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QUARTERLY WORKLOAD SUMMARY

(EXAMPLE)

\_\_1ST\_\_QTR\_\_97\_\_YR

WORK ORDER NUMBER	NOMENCLATURE	LOT	QTY	SCHEDULED START DATE	SCHEDULED COMPL. DATE	PRIMARY WORK CENTER	ACTUAL COMPL. DATE	REMARKS
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197A01	MK 56 INST RACK	8	100	12-05-97	12-12-97	C/T	12-09-97	
197E01	MK 130 QS KIT LCM	2	240	12-26-97	01-09-98	M/A	01-09-98	CHECK FOR ECI 0151
197EO2	MK2 EXP HD LCM	1	21	01-16-98	01-19-98	M/A	01-18-98	10% RANDOM SAMPLE FOR LOT OF 209 EACH

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Work Order Form Preparation

1. Work Order Number: From Quarterly Workload Summary Document.
2. Primary Work Center: Work center assigned primary responsibility for the task.
3. Sched/Start and Completion Dates/Sched Working Days: Scheduled and actual start and completion dates are critical to the work order system as a means of tracking work progress and planning additional tasking.
4. References: List pertinent publications, instructions and documents.
5. Job Description: Detailed description of the task to be performed including quantities, lot numbers, etc. For reconfigured items, include old NALC and new NALC.
6. Location:
  - a. Current - Record information from the Supply NAVSUP 1296/1297 cards or SCAAIRS, as to where the material is presently located.
  - b. New - Record new storage locations if material is to be restowed in areas different from which it was removed. Ensure new stowage location is recorded on NAVSUP cards or SCAAIRS database.
7. Stenciling Information: Include lot numbers, maintenance due dates and other stenciling requirements.
8. MIL STD Tag Information: Date next maintenance is due and new lot numbers.
9. Reports: As required, i.e., results of one time screening actions directed by higher authority or results of post analysis conducted.
10. Remarks: As required, i.e., transportation movement numbers, points of contact or other amplifying information pertinent to the task.
11. Supply Issue/Turn-In: Enclosure (3), page 3 may be used in lieu of NAVSUP Form 1250 for entire work order, upgrade training material breakout MRCI priority

Enclosure (3)

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breakout, etc. For component rejects NAVSUP Form 1250  
should be utilized.

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Work Order Form Format

WORK ORDER

NUMBERS\_\_\_\_\_

PRIMARY WORK

CENTER\_\_\_\_\_

Sched Start Date\_\_\_\_\_Start Date \_\_\_\_\_

Sched Completion Date\_\_\_\_\_Completion Date

\_\_\_\_\_ Date\_\_\_\_\_

References:

(a) \_\_\_\_\_

(d) \_\_\_\_\_

(b) \_\_\_\_\_

(e) \_\_\_\_\_

(c) \_\_\_\_\_

(f) \_\_\_\_\_

Job Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location:

Current\_\_\_\_\_

New\_\_\_\_\_

Stenciling

Information:\_\_\_\_\_

\_\_\_\_\_

MIL STD Tag

Information:\_\_\_\_\_

\_\_\_\_\_

Reports:\_\_\_\_\_

\_\_\_\_\_

Remarks:\_\_\_\_\_

\_\_\_\_\_

Authenticated By:

Signature/Date

Operations Dept. Head



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Production Dept. Head

\_\_\_\_\_

Supply Dept. Head

\_\_\_\_\_

Reviewed (XO/MPO)

\_\_\_\_\_

Accepted (CO/OIC)

\_\_\_\_\_

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SUPPLY ISSUE/TURN-IN

WORK ORDER #\_\_\_\_\_

DATE: \_\_\_\_\_

ISSUE\_\_\_\_\_ TURN-IN\_\_\_\_\_

NALC/USN

(MATERIAL/ISSUE) NOMENCLATURE QTY ATR CODE TURN-IN LOCATION

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SUPPLY

VERIFICATION\_\_\_\_\_

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Work Order File Checklist

1. The following required documentation for Work Order No. \_\_\_\_\_ is provided:

- |  | INITIAL/NA |
|--|------------|
| a. Original Work Order Form.   | _____      |
| b. Serial numbers of Supplement "B" and "E" sheets (required IAW SW550-AA-MMI-010 Maintenance Tables(s)) | _____      |
| _____  |            |
| _____  |            |
| _____  |            |
| c. Copies of rough "B" and "E" sheets listing accepted component serial numbers.                         | _____      |
| d. Supply issue/turn-in form.  | _____      |
| e. DD Form 1348-1 (DOD Single Line Item Release/Receipt Document)  | _____      |
| f. Post analysis sheet (if applicable).  | _____      |
| g. DD Form 1348 (Transportation Control and Movement Document).  | _____      |
| h. DD Form 1387-2 (Special Handling Data Certification).   | _____      |
| i. BATS print out.   | _____      |
| j. OPNAV Form 4790/58A (Meter Card)  | _____      |
| k. 1/12th Inventory Results (Supply, TSM and Pubs).  | _____      |

OPS DH \_\_\_\_\_/\_\_\_\_\_

Signature/Date

XO/MPO \_\_\_\_\_/\_\_\_\_\_

Signature/Date

WORK ORDER# :

[illegible]